

**TRAVEL REQUEST AND REIMBURSEMENT FORM
HARPER COUNTY, KANSAS**

Employee Name: Corey Hansen

Department: HPCO Emergency Communications

PART I – TRAVEL REQUEST

Destination: Drury Hotel/400 E Douglas, Wichita, KS 67202

Purpose / Justification of Travel:

2020 KCJIS Conference - 2 day conference/no hotel stay required

Method of Travel (mark one) ☐ County Vehicle ☐ Bus ☐ Air
☐ Train ☒ Private Auto ☐ Other

Date of Departure: 5/18/2020

Date of Return: 5/19/2020

Are funds budgeted for this request? Yes ☒ No ☐

Budget line: 0%
Must = 100%

#1: 301056

%: 100

#2:

%:

#3:

%

 3/2/2020
Department Head Signature Date

County Commissioner Signature

Date

PART II – EXPENSE REPORT

Expense Category		Estimated Total	Actual Total
A. Lodging for	days at \$ per day	\$ 0.00	\$ 0.00
B. Transportation for	miles at current rate per mile		
Fare \$		\$ 0.00	\$ 0.00
Meals (Number of):	Total	\$ 0.00	\$ 0.00
Breakfasts: meals @ per meal.	\$	\$ 0.00	\$ 0.00
Lunches: meals @ per meal.	\$	\$ 0.00	\$ 0.00
Dinners: meals @ per meal.	\$	\$ 0.00	\$ 0.00
C. Fees (Registration, Dues, etc.) ITEMIZED			
List: 55.00 registration/2.5% credit card fee		\$ 56.38	\$ 56.38
D. Miscellaneous (Taxi, Telephone, Tolls, etc.) ITEMIZED			
List:		\$ 0.00	\$ 0.00
RECEIPTS MUST BE ATTACHED FOR APPROVAL		TOTALS:	
		\$ 56.38	\$ 56.38

Instructions:

Prior to Travel:
Employee completes PART I and Estimate portion of PART II. Department Head and County Commissioner must sign under PART I to approve travel.
Post Travel:
Requesting Employee completes Actual PART-II and submits to Department Head for approval with receipts to be vouchered for next accounts payable.

PART III – OFFICE USE ONLY

A. Prepaid Registration:

B. Prepaid Travel Reservations:

C. Other:

Reconciliation:

Requesting Employee Statement: I certify this actual expense incurred and was accomplished in accordance with the travel authorization and the information hereon is correct.

Requesting Employee Signature

Department Head Approval Signature

Copies: Original to personnel file – Copy to HR – Copy to Department Head

Travel Request & Reimbursement Form

Feb 6, 2020 6:43:54 AM

Printed By: HPXCCRC from: HPXCC001D

Received Time: 06:39:55 02-06-20 Source ORI: KSKBI0000
Summary: KAM: MIS=2020 ANNUAL KCJIS CONFERENCE
View Message Details

--ADMINISTRATIVE MESSAGE--

FROM: TPKKB001D (KSKBI0000)
KANSAS BUREAU OF INVESTIGATION
TO: ALLK (LIST)
ALL LAW ENFORCEMENT AND CRIMINAL JUSTICE BROADCAST GROUP

MIS/2020 ANNUAL KCJIS CONFERENCE

THE KCJIS COMMITTEE IS PLEASED TO PRESENT THE 20TH ANNUAL KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM (KCJIS) CONFERENCE GEARED TOWARD CRIMINAL JUSTICE PRACTITIONERS FROM STATE AND LOCAL LAW ENFORCEMENT, 911 OPERATORS, PROSECUTORS, COURTS, AGENCY ADMINISTRATORS AND FIRST LINE SUPERVISORY STAFF.

THIS YEAR THE CONFERENCE WILL BE HELD AT THE DRURY PLAZA HOTEL BROADVIEW AT 400 W DOUGLAS AVENUE, WICHITA, KS MAY 17-19, 2020. THE CUTOFF DATE TO RESERVE A ROOM IS APRIL 15TH, 2020. TO MAKE YOUR RESERVATIONS ON GO TO WWW.DRURYHOTELS.COM (GROUP CODE: 2386617) OR CALL (800) 325-0720 AND MENTION GROUP CODE 2386617.

THE KCJIS CONFERENCE REGISTRATION FEE IS \$75 WITH AN EARLY BIRD REGISTRATION OF \$55 FROM JANUARY 13TH THRU MARCH 31, 2020. BEGINNING APRIL 1 THRU MAY 12, 2020 REGISTRATION WILL BE \$75. REGISTRATION WILL CLOSE MAY 12, 2020 AT 5PM.

REGISTRATIONS CAN BE MADE BY USING THIS LINK KCJIS - CONFERENCE REGISTRATION FORM 2020 OR COPY AND PASTE
[HTTPS://WWW.KANSAS.GOV/SSRV-KANPAYXPR/SERVICES/8555/KFKCJIS790/ADDITIONALINFORMATION.HTML](https://www.kansas.gov/ssrv-kanpayxpr/services/8555/kfkcyjis790/additionalinformation.html) IN YOUR WEB BROWSER. IF YOU HAVE ANY QUESTIONS CONTACT THE KBI HELP DESK BY EMAIL HELPDESK@KBI.KS.GOV OR CALL 785-296-8245.

MRI 4763085 IN: TPKKB001D 9 AT 06:39 06FEB20
OUT: HPXCC001D 28 AT 06:39 06FEB20



2020 KCJIS CONFERENCE

May 17 – 19, 2020

Drury Plaza Hotel Broadview - Wichita
400 W. Douglas Avenue, Wichita, KS

[KCJIS - Conference Registration Form 2020](#)

[KCJIS Conference Vendor Registration 2020](#)

TENTATIVE AGENDA

Day 1 – Sunday, May 17, 2020

Conference Registration / Check In
Evening Social and Networking Event

DAY 2 – Monday, May 18, 2020

Conference Registration / Check In
Vendor Introductions and Exhibits
KBI Help Desk Computer Lab – Open Forum / Q&A

General Sessions

Keynote speaker TBA
General Session 1: TBA

Break-Out Sessions

Under Utilized Search Keys - NLETS
KBI / KDOR MOU – KBI
Scrap Metal Database - KBI
The Cloud - FBI
NCIC - FBI
Professional Development - TBA

DAY 3 – Tuesday, May 19, 2020

Break-Out Sessions

eStatute vs eDisposition – KBI
Missing Person Clearing House – KBI
CJIS Policy – FBI
Repository for individuals of Special Concern (RISC) – FBI
Open Fox – CPI
Professional Development - TBA

Registration: \$55 (Early bird period January 14th – March 31st)
\$75 (Regular period April 1st – May 12th)

***No conference fee refund after May 1st**

Online Payments accepted via SMART PO, Credit Card, eCheck